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1972-73

103-4277

SUBJECT : Survey Report of Signal Center Archives

- Director of Communications

25X1

(EXPERIMENTAL) (EXPERIMENTAL) (EXPERIMENTAL)

0240008-6

FR-

Subject: Survey Report of Signal Center Archives

CONCURRENCE:

25X1


Cable Secretary

17 MAY 1963

Date

(SIGNED)

Deputy Director (Support)

20 MAY 1963

Date

The recommendation contained in paragraph 4 is approved.

20 MAY 1963

Date

(Signed) Lyman B. Kirkpatrick

Executive Director

Distribution:

Orig - Comptroller

1 - Exec Reg

1 - DD/S

1 - Cable Secretary

1 - OP

1 - Records Mgt Staff, DD/S

MAY 31 11 22 AM '63

0-DD 2

MAY 31 15 35 PM '63

MAY 31 10 08 AM '63

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SUB A

Personnel and positions to be transferred with the Signal Center Archives function:

ARCHIVES ASSISTANT	GS-1421.01-00
ARCHIVES ASSISTANT	GS-1421.01-00
ARCHIVES CLERK	GS-1421.02-05



GS-05 (1)
GS-06
GS-05

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Equipment to be transferred with the Signal Center Archives function:

DIKOLD FLOFILM VIEWER	Serial No. 973	Model 92-02	1 ea.
LAKE STAR RECORDAK VIEWER	Serial No. 991	Model PG-1	1 ea.
RECORDAK RELIANT 700	Serial No. 390	Model CS-24	1 ea.
RECORDAK STARLET READER	Serial No. None	Model PT-A	1 ea.
FILING CABINET, 3-way combination, 5 drawer card safe			5 ea.
Wall slot shelving w/tables			2 ea.
Library DIKOLD, open shelving units, 4 shelves w/doors, retracting work shelves and base w/casters			3 ea.
MANAGER Cabinets, 17 drawer			3 ea.

ESTIMATED YEARLY COST

ESTIMATED COST for three personnel-----\$12,500

ESTIMATED COST for requisitioning film and miscellaneous items required by Archives Function-----\$ 2,000

ESTIMATED COST of processing film by Printing Services Division-----\$ 1,200

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17 May 1963

MEMORANDUM FOR: Executive Director

THROUGH : Deputy Director (Support)

SUBJECT : Survey Report of Signal Center Archives

The supervision and control by the Cable Secretary of the Signal Center Archives would not seem to contribute to the discharge of the responsibilities of the Cable Secretary as now written; however, on the premise that the Cable Secretariat is perhaps in the best position functionally to administer the cable file for the Agency, I concur in the recommendation with the proviso that:

A. The originating and action units will be charged with the responsibility for evaluating their cables for permanent or temporary retention in files other than those maintained by the Cable Secretariat.

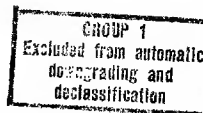
B. The CIA Cable Reference File (heretofore known as the Signal Center Archives) will be a temporary and not a permanent file; it will consist of CIA cables on film up to 1 July 1963 and of hard copies of CIA cables from 1 July 1963; it will be kept in part at Headquarters and in part at under the control of the Cable Secretariat, i.e., all microfilm, plus hard copies up to one year at Headquarters, with the balance at WTC.

C. The Office of Communications will remain responsible for ensuring that copies of lateral cables are furnished the Cable Secretariat in accordance with established schedules.

D. Personnel transferred from the Signal Center, Office of Communications, to the Cable Secretariat, are willing to meet the same requirements as other Cable Secretariat personnel, i.e., to work a regular shift other than days if necessary and to acquire a straight day job by seniority.

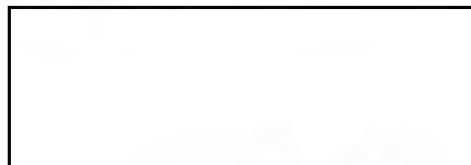
E. Equipment (or money to purchase it) can be made available early in FY 64 to print out as needed copies of cables now on microfilm

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since it will not be feasible for non-Cable Secretariat personnel to view cables on film within the Cable Secretariat area.



Cable Secretary

Distribution:

Orig - Comptroller

1 - Exec Neg

1 - OP

1 - Records Mgt Staff, DD/S

1 - DD/S

2 - JC

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-2-

WVA 53 15 35 6W .03

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SECRET

26 April 1963

MEMORANDUM FOR: Executive Director *LM*

SUBJECT : Survey of Signal Center Archives

1. Attached is a copy of the survey of Signal Center Archives done by the Records Management Staff/DDS. [] concurs in Recommendation 5 that the Signal Center Archives be transferred to the Cable Secretariat, and he will notify you of the number of slots and grades involved.

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2. [] has had some experience in dealing with the Cable Archives and has these two comments to make:

a. Since about 90 percent of Cable Archives comprises DD/P traffic, it might be wise, sometime in the future, to let DD/P function as the office determining which cables should be retained and which discarded.

b. Cables are now filed by "in number" which makes it very difficult to recover them for a post-mortem and other investigations. If the Cable Archives are to be of real value as a repository of information, the filing system should probably be changed.



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Helen:

pls ~~fx~~ attach this with ER copy
of 4277 and 4277/1

rita